

State of Hawaii
Department of Human Services
Benefit, Employment and Support Services Division
Child Care Program Office

Addendum 1

To

Request for Proposals

RFP No. HMS 302-11-06-S
Child Care Provider Registry
Issued on April 20, 2011

April 20, 2011

ADDENDUM NO. 1
To
REQUEST FOR PROPOSALS
Child Care Provider Registry
RFP No. HMS 302-11-06-S

The Department of Human Services (DHS), Benefit, Employment and Support Services Division, Child Care Program Office is issuing this addendum to RFP Number HMS-302-11-06-S, Child Care Provider Registry, for the purpose of:

- ☒ Responding to questions that arose at the orientation meeting of April 6, 2011 and written questions subsequently submitted in accordance with Section 1-5, of the RFP.
- ☐ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☒ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached are:

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☐ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, please contact:

Ms. Kathy Ochikubo
(808) 586-7058
kochikubo@dhs.hawaii.gov
Department of Human Services
Benefit, Employment and Support Services Division
Child Care Program Office
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

Responses to Questions Raised by Interested Parties For:

RFP No.: HMS 302-11-06-S

RFP Title: Child Care Provider Registry

1. **Question:** Does the contract amount have the ability to increase in subsequent years - for example: 3% to 7% increase during renewal periods?

Response: The contractor may request an increase to their budgets for each subsequent renewal periods provided that they submit justification for their revised budgets. Contract amounts, however, are subject to continuing availability of Federal funds and in full consideration for services satisfactorily performed by the contractor.

2. **Question:** On Section 2, III.A.2, page 2-5, is it asking for documentation of ability to coordinate with pre-existing panel, and not to make recommendations as to the creation of a new panel?

Response: Yes. The Registry Approval Panel consists of at least 3 individuals, one from the DHS and two individuals that are recommended by the Hawaii Careers with Young Children (HCYC). There are currently existing panel members and therefore, a creation of a new panel is not being requested.

3. **Question:** On Sec 2, III.B.4.d, page 2-10, what is the time period and/or threshold in determining that "additional education or training" was taken as a result of consultation received?

Response: To determine the progress of the Registry service, the number of individuals that obtained additional education or training as a result of the consultation received shall be measured and reported at the end of each fiscal year.

4. **Question:** How do you define "consultation" as noted in Section 2, III.B.4.d, page 2-10)?

Response: Consultation is defined under Section 2, III.A.3, page 2-6 as guiding individuals to gain additional education and/or training that may provide promotional opportunities in the early childhood field. Also, the contracted organization shall utilize the "Framework for Early Care and Education Practitioners" and "ASK Core Areas" as resource to provide consultation to individuals about their training needs and professional goals. Therefore, any contacts with individuals that required the utilization of the Framework and ASK Core Areas would constitute as receiving consultation.

5. **Question:** What is the time period/threshold to meet benchmarks on Section 2, III.B.4.c and d of page 2-11?

Response: The projected outcomes shall be measured and reported at the end of each fiscal year which includes: a) At least 95% of the total numbers of staff in licensed child care facilities that have their information captured in the database; b) At least 95% of individuals

who called and requested information to further their professional development received appropriate information; c) At least 60% of individuals who received consultation increased their education or training (signed up for a workshop, college-level class, CDA, etc.); and d) At least 20% of individuals who received consultation increased their education or training, and received a promotion (resulted in an increase in the individual's Framework level).

6. **Question:** What is the definition of "timely" on Section 4, III.B.1.C, 1st bullet, page 4-3?

Response: A detailed plan to determine that each Registry application was processed "timely" means processed within a month.

7. **Question:** Are there any penalties for not meeting outcome measures/benchmarks?

Response: No.

8. **Question:** If contracted, would the contractor be allowed to bill at the end of July 2011 for start-up costs incurred in June 2011 in order to be ready for the July 1, 2011 start date, without increasing the contract amount? Examples of start-up costs are: hiring and training staff, purchase of computers and office furniture, etc.

Response: Yes.

9. **Question:** What is the procedure for purchasing computers?

Response: DHS plans to use any existing computer equipment, printers that the current contractor is already using to operate the Registry. The contractor may request to purchase additional new computer equipment if the existing ones are not sufficient and no other in-house DHS computers are available. Prior approval is required and must meet DHS specifications before purchasing computers.

10. **Question:** How will the Registry staff be trained in Hawaii Automated Network for Assistance (HANA)?

Response: DHS contract monitor shall arrange and provide HANA training upon hiring of each Registry staff. The training is pertinent to Registry information that is to be entered in HANA on all staff/applicants that are employed at DHS licensed child care centers.